

## **Appendix 3.**

### **Charter Physical Biosciences Division ES&H Committee**

**August 2, 1999 (Reviewed 6/12/00, 5/14/01, 6/10/02, 6/9/03, 6/14/04, 6/13/05, 6/26/06, 6/18/07)**

The Physical Biosciences Division (PBD) Director has ultimate responsibility for Safety in our division. To assist him in this endeavor, he appoints an Environment, Safety, and Health (ES&H) Coordinator who meets with him on an ongoing basis to discuss safety issues pertinent to PBD. The ES&H Coordinator appoints a Planning Team to oversee the implementation of environmental, safety, and health issues for the Division.

The Physical Biosciences Division ES&H Committee was organized in 1982 to promote a safe working environment. The Principal Investigators (PIs, or line managers) have responsibility for Safety in their groups and either attend or appoint a member of their group (Safety Representative) to attend monthly meetings of the Division ES&H Committee. The ES&H Division Liaison contact also attends the meetings. This committee is chaired by the Division Safety Coordinator.

Five minutes of each PI's group meeting should be devoted to safety issues. The PI or Safety Representative(s) brings any problems raised in the individual group meetings to the PBD Safety Coordinator or to the PBD ES&H Committee meetings.

The PBD ES&H Committee meets 10 times per year. Agendas for the ES&H Committee meetings are set by the Planning Team and distributed to the Committee members a few days prior to the meeting. Minutes of the meeting are distributed to each Committee member, to the Division Director, to each Department Head, to Line Managers that have group members working in LBNL space, and to some of the Division's UC Berkeley campus professors.

#### **Committee Duties:**

1. Establish and review ES&H procedures that are unique to PBD's activities.
2. Develop responses to bring the Division's activities into compliance with ES&H rules and LBNL Policies.
3. Review the training of Division personnel.
4. Investigate safety issues including violations of safety rules.
5. Discuss safety issues and determine their applicability to the Division's activities.
6. Lead annual self-inspection.
7. Correct Corrective Action Tracking System (CATS) issues that arise from periodic inspections.
8. Disseminate lessons learned.
9. Encourage and promote a safety conscious work environment for all PBD employees.

This Committee does not relieve anyone from the responsibility for a safe laboratory. Instead it is intended as another means for alerting Division staff to potential problems before they become hazards. The Committee relies on the cooperation of all employees/staff to discover and fix problems and will actively pursue matters that are brought to its attention.